



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

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**POSITION TITLE:** Food Service Assistant  
(3 Hour Employee)

**F.L.S.A.** Non-Exempt

### QUALIFICATIONS:

- Basic Computer Skills
- Current TB test
- Food Handlers Certification
- Ability to read & communicate in English
- Ability to accurately count, weigh & measure
- Ability to follow instructions & take initiative in performance of assigned tasks
- Physical ability to walk, stoop, stand, twist & squat on a constant basis
- Lift a minimum of 51 pounds to 33 inches occasionally

### ENVIRONMENTAL REQUIREMENTS:

- Must work in a hot, humid environment
- Must work in a cold, or below zero environment for short periods

**REPORTS TO:** Food Service Manager

**TERMS OF EMPLOYMENT:** Benefits and work calendar as provided by the Classified Agreement.

### ESSENTIAL JOB FUNCTIONS:

1. Interacts with staff, students, faculty, visitors and co-workers in a pleasant and professional manner.
2. Assist in completing assigned menu items according to recipe within the time schedule allowed.
3. Performs safe operation of equipment used in preparation and cleanup.
4. Assist in setting up serving line and serving food.
5. Report all food and supply needs to manager.
6. Follows all HACCP protocol.

**OTHER JOB FUNCTIONS:**

1. Reports to work at scheduled time with proper uniform & appropriately groomed.
2. Adheres to all school district rules & building rules & regulations.
3. Utilizes proper hand washing techniques.
4. Participates in meetings, training sessions & seminars as scheduled.
5. Completes other tasks as assigned.